

# General regulations of the Student Council and the Council for Student Services for the Vrije Universiteit Brussel

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These regulations implement the provisions of the Higher Education Codex<sup>1</sup>, Part II, Title V, Chapter 4, relating to the student council, and Chapter 5 on the student services in higher education, as well as the provisions on the Student Council and the Council for Student Services, as described in the General Organisational Statute of the VUB.

The intention is that the VUB Student Council and the Council for Student Services will have the same composition insofar as possible under the Codex of Higher Education. This also applies to the positions of chair and vice- president of both councils.

These regulations should be read in conjunction with the VUB student participation regulations<sup>2</sup>. The General Regulations of the Student Council and the Council for

Student Services deal, in particular, with:

- the composition of the Student Council and the Council for Student Services
- the powers of the Student Council and the Council for Student Services
- the rules of procedure for the Student Council and the Council for Student Services
- the electoral procedure.

## **TITLE I    Composition of the Student Council and the Council for Student Services**

### **CHAPTER I    Composition of the Student Council**

#### Article 1 Composition

The Student Council is composed of 20 students<sup>3 4</sup>, who are directly elected to the Student Council , within a single constituency representing the entire student population. Of the students of faculties IR, WE, ES, PE, RC, LW, LK and MILO (multidisciplinary teacher training), at least one student will always be represented, on condition that there is always one candidate from those faculties and MILO. For the faculty GF, there are always at least two students represented on condition that there are at least two students from that faculty.

Until all 20 mandates are filled, the student council can co-opt the co-opted Stuvo Council members as effective and voting members of the Student Council.

#### Article 2 Successors

All non-elected candidates will be ranked per constituency as successors based on the number of votes that they each obtained (from high to low). The complete selection procedure is described under title IV.

#### Article 3 Advisors

The Vice Rector for Educational and Student Affairs and the general manager, or their representatives, shall be invited to attend in an advisory capacity. The managers of the student services departments, the Chairs of the Brussels Student Association 'Geen Taal, Geen Vrijheid' [No Language, No Freedom] and the Centre for Free Enquiry, the chief editor of The Moeial, or their representatives, and the Chair of OSD vzw's daily operations shall be invited to attend in an advisory capacity.

The student representatives from the Faculty Councils shall be invited to attend the meeting in an advisory capacity.

Members of the Council for Student Services who do not serve in the Student Council will also be invited to serve in an advisory capacity on the Student Council.

On the designation of the International Relations and Mobility Office, the president of a group which represents the international students at the VUB, or another international student with a state of merit, shall be invited to attend the Student Council in an advisory capacity.

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<sup>1</sup> <http://data-onderwijs.vlaanderen.be/edulex/document.aspx?docid=14650>

<sup>2</sup> <https://student.vub.be/reglementen-formulieren#studentenraad>

*3 In accordance with the definition in the Codex Higher Education, we regard a student as the person enrolled at the Free University Brussels.*

*4 Members of the Student Council who cancel their enrolment at the institute during the academic year, resign as members of the Student Council.*

The government commissioner has the right to attend meetings of the Student Council in an advisory capacity by virtue of the power vested in them by decree.

Advisors shall not be members of the Student Council.

#### Article 4 Term of office

The term of office of a member of the Student Council shall run from the first to the last day of the academic year.

Only the inaugural meeting may take place in the previous academic year. The agenda may then only contain items relating to the inauguration, as laid down in Article 12.

#### Article 5 Chair, Vice Chair and coordinators

Each year, during the inaugural meeting, the elected members of the Student Council must elect a Chair and a Vice Chair from among the members.

At the same time, at least 2 coordinators must be elected who shall have the powers set out in Article 15.

## CHAPTER II Composition of the Council for Student Services

#### Article 6 Composition

The number of seats in the Council for Student Services corresponds to the number of elected representatives to the Student Council. The number of members will only be increased if:

- the total number of members does not meet the gender balance for the Council for Student Services, imposed by decree: at least one third of the members must be of the opposite sex;
- and
- – in case of an odd number – one additional seat will be filled to meet the required parity decreed.

The Council for Student Services is then composed with equal representation in a contingent 'indirectly elected by the Student Council' and a contingent 'appointed by the competent administrative body'. The elected chair of the Student Council is appointed to the contingent 'indirectly elected by the Student Council', the elected Vice chair to the contingent 'appointed by the competent administrative body'.

The other members are arranged in a sequence determined by lottery. The first half of this is considered to be elected indirectly by the Student Council, just as the chair. The second half will be presented to the competent administrative body to be appointed to the Council for Student Services, just as the Vice chair.

If seats have to be added to the Council for Student Services, non-elected candidates for the Student Council will first be nominated for these seats. Those candidates should be of the gender required and ranked according to the percentage of votes obtained. If this is not enough, a call will be launched, and the members of the Student Council will nominate extra candidates based on their motivation.

The indirect election and nomination shall take place during the inaugural meeting of the Student Council. Because of the required parity imposed by decree and the gender criterion, numbers of members may vary from year to year.

#### Article 7 Successors

All candidates not elected in the Student Council election will be ranked per constituency as successors based on the number of votes that they each obtained (from high to low).

#### Article 8 Advisors

The same advisors shall be invited as for the Student Council.

Advisors may not be members of the Council for Student Services.

#### Article 9 Term of office

The office for the members of the Council for Student Services has the same term as that for the Student Council.

Only the inaugural meeting can take place in the previous academic year. The agenda may then only contain items relating to the inauguration, as laid down in Article 12.

#### Article 10 Chair and Vice Chair

On nomination by the Student Council, a Chair and Vice Chair are elected by the Council for Student Services.

## CHAPTER III Inauguration of the Student Council and Council for Student Services

### Article 11 Acknowledgement of the outcome of the electoral process

The newly elected members shall be convened for the inauguration of the Student Council for the next academic year. The complete selection procedure is described under title IV.

### Article 12 Agenda of the inaugural meeting of the Student Council

Until a Chair is elected, the newly elected Student Council will be chaired by the member present within the Student Council with the greatest degree of seniority. If several members meet these criteria, then this will be the oldest member present within this group.

The inaugural meeting is spread over two separate meeting times.

The agenda of these two meetings shall contain the following items, in the order given below:

#### PART I

1. Inauguration of the new Student Council;
2. Election of the Chair;
3. Election of the Vice Chair on nomination by the Chair;
4. Establishment of two joint quotas of the Council for Student Services, one 'elected by and from among the students' and the other 'to be appointed by the competent administrative body';

#### PART II

1. Election of coordinators;
2. Appointment of student representatives to the vacant offices within the bodies in accordance with the VUB Organisational Statute and the Student Participation Regulations;
3. Appointment of student representatives to vacant positions within external councils and committees;
4. Fixing of the date of the first meeting of the Student Council and of the inaugural meeting of the Council for Student Services.

### Article 13 Agenda of the inaugural meeting of the Council for Student Services

Until the Chair is elected, meetings of the Council for Student Services shall be chaired by the Chair of the Student Council.

The agenda for this meeting shall be limited to the following items, in the order given below:

1. Inauguration of the new Council for Student Services
2. Election of the Chair through acceptance of the nomination by the Student Council
3. Election of the Vice Chair through acceptance of the nomination by the Student Council.

## CHAPTER IV Election of the Chair, Vice Chairs and coordinators of the Student Council

### Article 14 Election of the Chair and the Vice Chair

Candidates for Chair or Vice Chair already have at least one year's experience as an effective member of the Student Council or the Council for Student Services. As an exception to this, a candidate can stand up for election if explicitly motivated.

Candidates for the position of Chair submit their application, consisting of an application letter, a CV and a report on their activities within the Student Council in the previous year(s), to the Vice Rector for Educational and Student Affairs no later than 72 hours before the meeting at which the Chair will be elected.

Any member may then, after the election of the Chair, put forward their candidacy as Vice Chair.<sup>5</sup>

~~The Chair and Vice Chair shall be elected as follows:~~

~~General regulations Student Council and Council for Student Services, as accepted by the Student Council and Council for Student services of October 24, 2022. P 7~~

1. Candidates will be given the chance to clarify their applications during the meeting. They base this on a list of questions provided by Student Affairs. They get ten minutes for this;
2. The members must be granted the opportunity to ask questions to the candidates;

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*5 The Chair and Vice Chair must belong to a different quota of the Council for Student Services (as required by decree).*



3. The members will discuss the applications. No minutes will be taken of these deliberations. The candidates leave the meeting during the deliberations.
4. The candidates will rejoin the meeting following the deliberations and the vote will be taken by secret ballot. All the members of the Student Council, including the candidates, shall take part in the vote, casting one vote for a single candidate;
5. The candidate who obtains the absolute majority of votes, laid down in Article 41, is elected Chair or Vice Chair.  
If no candidate has obtained the absolute majority of the votes and if there are several candidates for the positions, a second voting round will be held. In the second round, the members bring out their vote on the two candidates who obtained the most votes in the first round of voting. In case of an *ex aequo*<sup>6</sup> in the first round of voting, the candidate who obtained the largest number of votes, in terms of percentage, for the Student Council elections, is eligible for the second round of voting.  
The candidates who obtain the absolute majority of votes in the second round of voting, will be elected Chair or Vice Chair respectively. In case of an *ex aequo* in the second round of voting, the candidate who obtained the largest number of votes, in terms of percentage, for the Student Council elections, will be elected Chair or Vice Chair.
6. The Student Council immediately nominates the elected persons as Chair and Vice Chair for the Council for Student Services.

#### Article 15 Election of the coordinators

At least 2 coordinators shall be elected who will be responsible for an area of work and ensure coordination of that area.

The Chair, the Vice Chair or the candidate coordinators themselves may propose an area of work for which they deem coordination to be desirable.

The coordinators shall be elected as follows:

1. Candidates will be given the chance to clarify their applications during the meeting;
2. The members must be granted the opportunity to ask questions to the candidates;
3. The members will discuss the applications. No minutes will be taken of these deliberations. The candidates may be asked to leave the meeting during the deliberations. A request to this end from at least one member is all that is required;
4. The candidates will rejoin the meeting following the deliberations and the vote will be taken by secret ballot. All the members of the Student Council, including the candidates, shall take part in the vote, casting one vote for a single candidate;
5. The candidate who has obtained an absolute majority of the votes, as laid down in Article 41, is elected coordinator of the work area in question.  
If no candidate has obtained an absolute majority of the votes and if there are several candidates for the coordinatorship of the work area in question, a second round of voting takes place in which votes are cast for the two candidates who obtained the most votes in the first round of voting. In case of an *ex aequo*<sup>7</sup> in the first round of voting, the candidate who obtained the largest number of votes, in terms of percentage, for the Student Council elections, is eligible for the second round of voting.  
The candidate who obtained the majority of votes in the second round of voting is elected coordinator of the respective working domain. In case of an *ex aequo* in the second round of voting, the candidate who has obtained the most votes in terms of percentage in the student council elections is elected coordinator of the work domain in question.

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<sup>6</sup> *An ex aequo*

<sup>7</sup> *An ex aequo*

## CHAPTER V Resignation as member and resignation from an office

### Article 16 Resignation as member

Any member wishing to resign must notify the Chair promptly. The resignation will be noted at the following meeting.

The successor from the same constituency ranking first will then be asked to fill the vacant seat. If they decline, the person from the same constituency ranked next will be selected.

If no more successors are available, the seat of the resigning member will no longer be filled nor will it be taken into account in determining the quorum.

A member who has been duly convened but who has been absent twice in one year without prior written notice will be invited by the Student Council to explain these absences. If the member is unable to be present at the session to justify themselves, they must submit a written account to the Student Council. The Student Council will take note of the justification or lack of justification for the member's absence. The Student Council may make a reasoned decision about whether or not this member should resign.

### Article 17 Resignation as Chair, Vice Chair or coordinator

A Chair, Vice Chair or coordinator who wishes to resign from their office must notify the Student Council immediately. The resignation will be noted at the following meeting.

The office may then be filled again in accordance with the election procedure set out above in Articles 14 and/or 15.

### Article 18 Motion of no confidence against the Chair, Vice Chair or a coordinator

A reasoned motion of no confidence against the Chair, Vice Chair or a coordinator must be brought by at least 5 members of the Student Council or Council for Student Services.

Any such motion must be communicated to the member against whom it is brought immediately, and not later than 14 days before the following plenary meeting.

They may append documents in their defence to the notice convening the meeting and are entitled to be heard at the meeting.

If the motion is adopted, the member concerned may no longer perform the corresponding duties. The member shall, however, continue to be a member of the Student Council or Council for Student Services.

### Article 19 Election after a motion of no confidence against the Chair, Vice Chair or a coordinator

If a motion of no confidence brought against the Chair is passed, the Student Council shall, as soon as possible, convene at a special meeting, with the election of a new Chair as sole agenda item.

The replacement of the relevant Chair, Vice Chair or coordinator can be placed on the agenda of the following ordinary meeting.

## **TITLE II Powers of the Student Council and the Council for Student Services**

### Article 20 Powers of the Student Council

The powers of the Student Council are governed by the Higher Education Codex and in accordance with the provisions of the participation rules and the Organisational Statute of the VUB.

### Article 21 Powers of the Council for Student Services

The powers of the Council for Student Services are governed by the Higher Education Codex and in accordance with the provisions of the VUB Organisational Statute.

Powers delegated to it by the competent VUB administrative body shall be exercised in full by the Council for Student Services.

## **TITLE III Rules of procedure**

### **CHAPTER I General provisions**

Article 22 Representation of the student community

The Chair of the Student Council represents the student community of the Free University Brussels.

Article 23 Replacement of the Chair

If the Chair is absent, they shall be replaced by the Vice Chair. If both Chair and Vice Chair are absent, they are replaced by the oldest coordinator present. If all coordinators are also absent, the Student Council and Council for Student Services shall be chaired by the oldest member present.

Article 24 Incompatibilities

The office of Chair, Vice Chair, Secretary or Treasurer or their linguistic equivalents within a recognised student association or the Brussels Student Association 'Geen Taal, Geen Vrijheid', Research Freedom Study Circle, the De Moeial journal or the OSD is not compatible with the position of Chair or Vice Chair of the Student Council and Council for Student Services.

Conflicts of interest in the exercise of a mandate as a Student Council member and as a working student at the VUB must be avoided. The relevant head of service, head of department or director organizing a recruitment and selection is responsible for this assessment. The Student Jobs Service draws the appointee's attention to this responsibility at the start of a recruitment and selection process.

Article 25 Supervision of implementation of resolutions

The Chair and Vice Chair of the Student Council and the Council for Student Services are responsible for supervision of the implementation of all resolutions passed by those councils.

### **CHAPTER II Support**

Article 26 Secretariat

The secretariat of both the Student Council and the Council for Student Services shall be provided by a University staff member. The secretariat shall draw up the draft minutes, send out the meeting notices, draft the resolutions and ensure their follow-up, in conjunction with the Chair and Vice Chair. The person who carries out this role is known as the Secretary.

Article 27 Preparation and implementation of decisions

For the preparation and implementation of their resolutions, the Student Council and the Council for Student Services may request the help of the University's heads of department.

### **CHAPTER III Agenda**

Article 28 Preparation of meetings

The Chair and Vice Chair are in charge, together with the secretary of the Student Council, of preparing the meetings and agenda of the Student Council and the Council for Student Services.

Article 29 Agenda Consultation

The Chair and Vice Chair shall finalise the agenda in an Agenda Consultation as soon as possible after the deadline for submitting items for the agenda as prescribed in Article 30. The Vice-rector for Educational and Student Affairs, the manager of the Vice-Rectorate, the General Manager and the Secretary, or their representatives, shall be members of this Agenda Consultation.

The Chair can extend the agenda consultation by inviting any advisors needed to judge possible effects on specific target groups.

#### Article 30      Agenda items

Items can be tabled on the agenda of the following meeting, provided that the written motion reaches the Chair at least 14 calendar days before the date of the meeting.<sup>8</sup>

The Chairs of the competent administrative bodies, the Vice-rector for Educational and Student Affairs and the General Manager may, on their own initiative, table an item for the agenda of the Student Council or the Council for Student Services.

Any member of the Student Council and Council for Student Services may submit a written request to the Chair for an item to be tabled on the agenda.

All motions that are supported by at least 30 students and have been submitted to the Chair on time<sup>9</sup> will be put on the agenda of the Student Council or Council for Student Services. The person who has put forward the motion will be invited to clarify their proposal.

#### Article 31      Agenda items submitted at the meeting as a matter of urgency

Items that are submitted after distribution of the agenda may only be added to it if the Chair acknowledges the reason for the urgency of the matter.

These items may be communicated up till 24 hours before the meeting is planned.

If the Chair wishes to add another item to the agenda during the meeting, the Student Council must accept the agenda item.

#### Article 32      Agenda items submitted as a matter of urgency using the written procedure

If the Student Council or Council for Student Services is unable to meet with the required quorum or if the urgency so requires, the Chair may decide to submit a matter for approval by the members using the written procedure.

On receipt of the written motion, the members must inform the Chair whether or not they consent to it or abstain from voting. A member who does not respond within the prescribed period shall be deemed to have abstained. If the quorum is not reached, the Chair may, if the urgency dictates, take a decision themselves, as provided for in Article 33.

#### Article 33      Extremely urgent resolutions

The Chair of the Student Council and Council for Student Services shall personally table any extremely urgent resolutions. This is possible only if the procedure set out in Article 32 has not led to a result or if the need could not have been foreseen earlier and there is extreme urgency.

They shall inform the Student Council and/or Council for Student Services of the decision taken, at the following meeting.

### CHAPTER IV Meeting procedure

#### Article 34      Public nature of meetings

Meetings are open to all members of the university community, unless otherwise decided by the Student Council or Council for Student Services.

However, those members of the university community may not take part in the meeting, unless the Chair asks for their opinion.

#### Article 35      Frequency of meetings

The Student Council and Council for Student Services shall convene at least 4 times per year, and whenever deemed appropriate by the Chair.

A meeting of the Council for Student Services shall, to the extent possible, take place on the same day as the Student Council meeting. The Council for Student Services then precedes the Student Council.

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<sup>8</sup> To be delivered through [studentenraad.stuvoraad@vub.be](mailto:studentenraad.stuvoraad@vub.be)

<sup>9</sup> To be delivered through [studentenraad.stuvoraad@vub.be](mailto:studentenraad.stuvoraad@vub.be)

If at least 5 members submit a written request to this end, the Chair must convene the Council, which must meet within 15 working days of receipt of the notice.

#### Article 36 Invitation to attend the meeting

The Student Council and Council for Student Services shall be convened by the Chair.

The invitation shall give the date, time and place of the meeting, as well as the agenda. It will be sent to the student representatives together with any relevant documents.

Except when there is an unexpected need for urgency, meetings must be convened at least 5 full working days in advance.

After communication of the agenda, changes to the meeting documents can only take place with the consent of the Chair.

#### Article 37 Quorum

Resolutions shall be validly adopted only if the majority of the members is present or represented.

If this quorum is not reached and urgency dictates, the Chair may decide to submit a matter for approval by the members using the written procedure.

#### Article 38 Course of the meeting

The meetings shall be declared opened and closed by the Chair, who will chair the meeting.

The agenda items shall be discussed in the order previously determined by the Agenda Consultation, as set out in Article 29. However, if justified, the Chair may change the order of the items or give absolute priority to any particular item.

The Chair must introduce each item submitted for deliberation. They may, however, ask any other member or an advisor to introduce the item. The Chair can delegate the running of the meeting for a specific agenda item to the Vice Chair. Secondly, delegation can also be given to XXX.

#### Article 39 Deliberation of agenda items

The Chair will give the floor to the members of the Council in the order in which their requests are submitted.

In the case of digital meetings, Council members can ask for the floor by putting an 'X' in the chat box.

In the case of digital meetings, members of the Council can indicate that they wish to respond to an intervention by entering 'XX' in the chat box.

In the case of digital meetings, members of the Council can indicate that they agree or disagree with the content of an intervention by putting '+' and '-' in the chat box respectively.

The Chair may limit the number or duration of the interventions or cut the speaker short.

The Chair may take part in the deliberations without being required to relinquish their position as Chair.

The Chair may also put an item to the vote if they are of the opinion that the members have been sufficiently informed.

The Chair may suspend the meeting for a maximum of fifteen minutes.

#### Article 40 Voting

If no member asks for a vote to be taken on a given item, a resolution is deemed to have been passed.

A motion will be put to the vote if so requested by a voting member on completion of the deliberation. Voting will normally take place by a show of hands. Any voting member may ask for a vote to be taken by secret ballot.

It is up to the Chair to decide whether resolutions relating to individuals should be taken by secret ballot. After the vote, the result shall be announced. The result shall be recorded in the minutes.

In the case of digital meetings, voting takes place by completing a Microsoft form drawn up by the secretary. The secretary checks whether only those with voting rights have voted. The student council trusts the secretary to keep the results confidential.

Article 41 Resolutions by absolute majority

All resolutions shall be passed by absolute majority, except in the case of extremely urgent resolutions which may be passed by the Chair as provided for in Article 33.

An absolute majority equals more than half of the votes cast. Abstentions and blank votes are deemed to be votes cast<sup>10</sup>.

Article 42 Irrevocability of resolutions

Resolutions are, in principle, irrevocable unless found to be incompatible with internal or external regulations.

No second round of voting may take place on a single motion, unless the Student Council or Council for Student Services decides that new facts have emerged which make it necessary to reopen the agenda item.

Article 43 Any other business

No voting may take place during discussion of items falling under 'any other business', nor may resolutions be passed.

The Chair may refuse to proceed to the 'any other business' item if they believe this would lead to an item being put to the vote.

## CHAPTER V The minutes

Article 44 Draft and approval

The draft shall be submitted for approval at the next meeting.

Only what is discussed orally during the meeting is included in the minutes. Written contributions during digital meetings that only appear in the chat box are not included in the minutes. The Chair may decide to take a written contribution orally, so that it still appears in the minutes.

At the invitation of the Chair, the members may make known any comments they may have, and the meeting shall decide on any comments or corrections made. If the comments relate to members' contributions, they should ideally be submitted in writing to the secretary<sup>11</sup>.

Individual members may explicitly request that their statements at a meeting be recorded in the minutes. This also applies to the advisors.

During approval of the minutes of the previous meeting, individual members may ask for the statements they have made to be incorporated. The meeting shall decide whether the request is justified and, where appropriate, on the suitability of the content of the statement made.

Resolutions may be made public before the minutes are approved. The meeting may, however, decide to keep certain resolutions secret for the time being.

Article 45 Publicity of reports

The draft and approved reports of the meetings are made public<sup>12</sup>.

Article 46 Conservation

The minutes approved and resolutions passed shall be conserved by the Council secretariat. The members shall have the right, at all times, to inspect them.

Article 47 Signing of resolutions

Resolutions shall be signed by the Chair.

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<sup>10</sup> Invalid votes are not deemed to be votes cast.

<sup>11</sup> Through [studentenraad.stuvoraad@vub.be](mailto:studentenraad.stuvoraad@vub.be)

<sup>12</sup> Through <https://vub.sharepoint.com/sites/ORG-StudRaad>

## CHAPTER VI Rights and obligations of members of the Student Council and the Council for Student Services

### Article 48 Presence

Members have a moral obligation to attend the meetings.

### Article 49 Absence

The Chair and Secretary must be informed in writing of any absence from a meeting in advance.

A member who is absent from a meeting may give a written proxy to another member at least one hour prior to the meeting via [studentenraad.stuvoraad@vub.be](mailto:studentenraad.stuvoraad@vub.be). These proxies shall be taken into account in determining the quorum. Each member shall represent no more than two other members.

### Article 50 Conflicts of interest

The Chair may decide that a member present must leave the meeting due to a potential conflict of interest. However, a member cannot be prevented from taking part in the vote.

If, during the meeting, a matter is addressed that touches upon the personal interests of a member, their partner or relatives up to and including the second degree, the member shall leave the meeting prior to deliberation.

### Article 51 Remuneration

Neither the members of the Student Council nor the members of the Council for Student Services shall receive remuneration.

### Article 52 Respectful treatment and ethics

The members behave respectfully towards each other, in accordance with the code of conduct as described in Article 2 of the Student Life Codex.

### Article 53 Trusted Persons

The members of the Student Council and the Council for Student Services can call upon a trusted person. They are appointed by Student Affairs on an annual basis. The procedure for trusted persons is laid down in a framework attached as an addendum to the General Regulations of the Student Council and the Council for Student Services.

## CHAPTER VII Consultation of persons and committees

### Article 54 Ad hoc invitations

The Chair may decide to invite or hear all persons prior to the meeting, for a specific agenda item, if they believe that this could be expected to provide useful information.

### Article 55 Ad hoc committees

Both the Student Council and the Council for Student Services may be assisted in their tasks by committees, which may investigate issues of both a general and specific nature. These committees may be set up ad hoc. The Chair or their representative may attend the meetings of these committees.

The Chairs of these committees are appointed by the committees themselves. They report on their work. The committees shall furnish advice at the request of the Student Council or Council for Student Services and may formulate proposals.

## CHAPTER VIII Expenses, payments and reporting

### Article 56 In accordance with the VUB rules

All expenditure and payments must be undertaken in accordance with the prevailing VUB rules.

### Article 57 Budget and policy plan

The Chair shall present a budget and a policy plan for approval to the first meeting of the newly constituted Student Council.

### ~~Article 58 Financial report and annual report~~

~~General regulations Student Council and Council for Student Services, as accepted by the Student Council and Council for Student services of October 24, 2022. P 15~~

The Chair shall submit a financial report on student council operating funds for approval to the last meeting of the Student Council.

All members shall be allowed to inspect the expenses on request. They must address any such request to the Chair or Secretary, who shall provide the information requested as quickly as possible.

**Article 59      Recruitment and selection of job students by the Student Council**

The recruitment and selection of job students by the Student Council takes place in accordance with the procedure attached as an addendum to the General Regulations of the Student Council and the Council for Student Services.



To account for its operations, the Chair submits an annual report for adoption at the last plenary meeting of the academic year. The annual report must deal with the past operating year and contains the following components:

- a status of the implementation of the policy plan of the student council. This should include at least the various committees, internal operations and external and internal collaborations;
- a moral report, a personal interpretation and evaluation of the past year.

## **TITLE IV Election procedure for the Student Council**

### **CHAPTER I Voters**

Article 60 Electoral college

All students enrolled on the first day of the first week of lectures of the second semester with a diploma contract, a credit contract or an exam contract, are voters.

The electoral rolls are drawn up by the Education and Student Administration. In addition to the voter's name, the electoral rolls also state the voter's registration for a study programme and accompanying faculty, the relevant number of study credits, VUB NetID and each voter's email address.

Article 61 Constituencies

There is one constituency representing the entire student population.

Article 62 Compulsory voting

Compulsory voting is a moral duty. This moral duty is a personal obligation and cannot be undertaken by a proxy.

Article 63 Eligibility to vote

Students who are of the opinion that they have been unjustly excluded from the elections must, with proof of their eligibility to vote, contact the electoral office, which is vested with powers as provided for in Article 65.

### **CHAPTER II Electoral commission and electoral office**

Article 64 Electoral commission

The electoral commission will ensure that the election takes place in an orderly fashion and, if appropriate, will take immediately enforceable decisions to facilitate or guarantee such proper conduct.

This commission is composed of one member with eligibility to vote per faculty and the Multidisciplinary Institute of Teacher Education and a Chair who holds at least a MSc in Rights. Candidates for the present elections cannot be members of this committee.

The members of the electoral commission will be appointed by the Student Council.

The members of the electoral commission are bound by secrecy in their capacity.

Article 65 Electoral office

The secretariat of the Council shall act as electoral office and report any irregularity to the Chair of the electoral commission.

It may add voters who were unjustly omitted to the electoral rolls. It may also take other urgent ad hoc decisions that must later be taken note of by the electoral commission.

### **CHAPTER III Electoral calendar and publication**

Article 66 Period of application

The application period starts on the last Monday of February and ends on Friday in the following week.

#### Article 67 Voting period

The election of the Student Council takes place annually during the first two weeks of classes following the spring break preceding the academic year for which the Student Council is installed. The voting period starts in this first week of classes on Wednesday (8 am) and ends the following Wednesday (midnight) in this second week of classes. The voting period is extended by one extra day if the voting period includes a public holiday that entitles the student to academic leave.

The Electoral commission may extend the voting period by one day if a quorum of 2% has not been achieved by the end of the voting period. If the quorum is not reached by more than 2% at the end of the voting period, the Election Commission may extend the voting period by one week. In case of exceptional circumstances, the Election Commission may also decide to extend the voting period.

#### Article 68 Electoral calendar

The calendar for the electoral procedure to be applied shall be set out and approved by the Student Council. The electoral committee may change the calendar in exceptional circumstances.

#### Article 69 Publication

At the latest one week before the start of the candidacy period, the communication about the possibility of candidacy shall start to the student community. All relevant documents shall also be published.

### CHAPTER IV Applications

#### Article 70 Eligibility

To be eligible, one must be a voter.

#### Article 71 Applications

The 20 members of the Student Council are elected by and among the student community. The candidates must apply in writing in a personal capacity. They send their application to the Chair of the Electoral Commission.

Candidates must be nominated by at least 10 students. The candidates must moreover subscribe to the principle of Research Freedom, acknowledge these general regulations, and declare that they intend to enrol as a student in the next academic year.

The electoral commission shall convene to check the admissibility of the applications as soon as possible following the last day for the submission of applications.

The list of admissible applications shall be communicated to the student community no later than on the day fixed for this purpose given in the electoral calendar, as defined in Article 4 of the Participation Rules for the Free University Brussels.

#### Article 72 Electoral publicity

During the election week, the VUB organises in cooperation with the Student Council a series of events and initiatives to inform the student community about the student elections and the candidates, and to actively encourage them to bring out their vote.

As from the Monday before the start of the election week, candidates can campaign to promote their candidacy for the Student Council elections.

#### Article 73 Respectful treatment and ethics

The candidates behave respectfully towards each other, in accordance with the code of conduct as described in Article 2 of the Student Life Codex. In addition, each candidate complies with the code of ethics for candidates who take part in the Student Council elections. If a candidate does not comply with the code of ethics, the electoral commission invites the candidate concerned for an interview. After the interview, the electoral commission can, if necessary, decide to withdraw the candidate's candidacy. This deontological code is attached as an addendum to the General Regulations of the Student Council and the Council for Student Services.

#### Article 74 Withdrawal of candidacy

If a candidate wishes to withdraw from the elections, this candidate must notify the electoral commission in writing at [studentenverkiezingen@vub.be](mailto:studentenverkiezingen@vub.be).

## CHAPTER V Voting process

Article 75        The ballot is secret.

The voting is secret and conducted electronically.

Article 76        Manner of voting

Voting takes place electronically.

Article 77        Voting period

The exact dates are recorded annually by the Student Council in the calendar.

Article 78        Presentation of the candidates

For each vote by a student entitled to vote the electronic voting programme selects the sequence of the names of the candidates randomly.

Article 79        Number of votes to be cast

The number of votes cast on each ballot paper must not exceed the number of seats to be filled. The procedure also provides for the casting of blank votes.

Article 80        Summons

The secretariats of the councils shall summon the voters. The summons takes place electronically. The summons provides all necessary information.

The voting shall, in any event, take place, unless there is not a single candidate.

## CHAPTER VI Result of the voting

Article 81        Quorum

For the election of a member of the Student Council to be valid, a quorum of 20 per cent is required. This quorum is determined by the number of voters who have cast their vote in proportion to the total number of eligible voters.

Article 82        Elected candidates

Provided that the quorum is reached, the candidates are ranked based on the number of votes they each receive.

For the faculties IR, WE, ES, PE, RC, LW and LK and the MILO (multidisciplinary teacher training) represented among the candidates, the candidate in that faculty or MILO who obtained the most votes, irrespective of their ranking among all candidates, shall be elected.

For the GF faculty, if it is represented among the candidates, the two candidates in that faculty who obtained the most votes, irrespective of their ranking among all candidates, shall be elected. The remaining mandates shall be filled by the candidates with the most votes, irrespective of their faculties. In case of an ex aequo for the last seat to be filled, the seat will be allocated by the drawing of lots.

Article 83        Successors

The remaining candidates are ranked as laid down in Article 2.

Article 84        Report

The secretariats of the councils shall count the number of votes cast and the abstentions. Blank ballot sheets shall be deemed to be abstentions.

In all cases, the count shall be rounded, even if the quorum was not reached.

A report shall be drawn up giving the number of votes obtained by each candidate and indicating whether or not the quorum of voters was reached.

Article 85        Publication

The names of the persons elected, and their successors must be communicated to the student community on the working day following the last day of the voting process. This communication shall contain information required for any appeal against the outcome of the elections.

Article 86        Complaints against the result of the voting

All candidates may lodge a written and reasoned appeal in their own name with the Chair of the Electoral Commission against the conduct of the voting and vote counting within 24 hours of notification of the outcome. If these conditions are not met, the complaint shall be inadmissible.

Article 87        Review of complaints against the result of the voting

The electoral commission shall rule on any complaints.

The electoral commission shall examine the complaint and hear the parties involved if the latter so desire. The deliberations shall be held behind closed doors. The electoral commission shall draw up a report on the deliberations, including the decisions taken.

The secretariats of the councils shall forward the decision of the electoral commission to the complainants and the parties involved. The decision of the commission shall be communicated, the day after it meets, in the same way as the outcome of the elections was published.

Article 88        Annulment

The Electoral Commission may declare the elections null and void in the event of irregularities that influenced the outcome of the elections.

The secretariats of the councils shall advise the Electoral Commission on the validity or invalidity of the result of the voting.

Everything needed to examine the correctness of the voting and counting operations shall be made available to the secretariats of the councils immediately after the process and until expiry of the period of appeal.

If the Electoral Commission declares the elections null and void, the election process shall be repeated as soon as possible after the annulment.